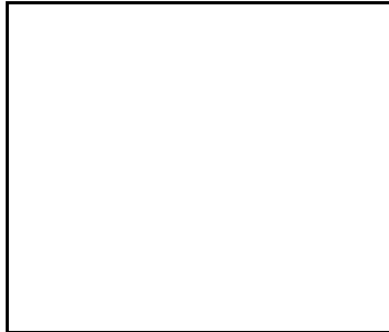


25 August 1978

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MEMORANDUM FOR:



ODP

OP

FROM:

DDA Representative to E.O. 12065 Markings
Task Force

SUBJECT:

E.O. 12065 Markings Requirements

1. In your capacity as your Office's representative to me with respect to the E.O. 12065 Markings Task Force, I am forwarding several items for your review and action.
2. At Tab A you will find a copy of E.O. 12065.
 - a. Section 1-5 states the basic guidance as to the minimum markings required to identify that information in a document is classified.
 - b. Section 1-504 indicates that waivers from the portional markings requirement may be requested. The Task Force will be collecting all such requests and will submit them as a package to the Director of Information Security Oversight Office (ISOO).
 - c. Section 1-503 discusses control markings separate from Special Access Programs (Section 4-2). The Markings Task Force is studying the use of the markings such as "Administrative - Internal Use Only" and "For Official Use Only." There are arguments being presented to do away with such markings, especially the "Administrative - Internal Use Only" as it is ill-defined.

3. I need from you a list of the markings used in your Office (other than required by HR [] and DCID 1/19) and their definitions. At Tab B I have included a list of regulatory issuances which mention "markings." This might be helpful to you.

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4. At Tab C there is a computer-generated list of all forms for which your Office is identified as being responsible for their promulgation. At Tab D there is a statistical summary of all forms in the directorate. "Codes for classifications" are listed at the bottom of the summary. These codes are carried by hand to the computer-generated list of forms. The use of preclassified forms and "when filled in" forms must be justified under the rules of the new Executive Order. Other forms which are classified at the discretion of the user should be reviewed as to the placement of the declassification review date markings, etc.

5. As soon as I have a final copy of the ISOO Implementing Directive, I will forward it to you.

6. I plan to call each of you the week of 28 August to arrange a meeting at which [] DDA/RMC, and I hope to identify your Office's special requirements. At that meeting we would like to discuss portional marking waivers, forms problems, and any other items which you have identified. Please send to me your Office's use and requirements for control markings by 1 September.

25X1

7. Please feel free to call me to discuss the Order and its implications. Unresolved questions will be brought to the Agency Markings Task Force. I look forward to working with you in making this implementation possible by 1 December.

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Attachments: a/s

Distribution:

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attache in resource file.

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